



DEPARTMENT OF THE AIR FORCE
59TH MEDICAL WING (AETC)
JOINT BASE SAN ANTONIO - LACKLAND TEXAS



31 JULY 2017

MEMORANDUM FOR SGVU

ATTN: COL LINDA STEEEL-GOODWIN

FROM: 59 MDW/SGVU

SUBJECT: Professional Presentation Approval

Your paper, entitled **Form 3039 CIRT Presentation** presented at/published to **Clinical Investigation Resident Research Training Course, Gateway, San Antonio TX 78236 (27 Sep 2017)** in accordance with MDWI 41-108, has been approved and assigned local file #17300.

Pertinent biographic information (name of author(s) title, etc.) has been entered into our computer file. Please advise us (by phone or mail) that your presentation was given. At that time, we will need the date (month, day and year) along with the location of your presentation. It is important to update this information so that we can provide quality support for you, your department, and the Medical Center commander. This information is used to document the scholarly activities of our professional staff and students, which is an essential component of Wilford Hall Ambulatory Surgical Center (WHASC) internship and residency programs.

Please know that if you are a Graduate Health Sciences Education student and your department has told you they cannot fund your publication, the 59th Clinical Research Division may pay for your basic journal publishing charges (to include costs for tables and black and white photos). We cannot pay for reprints. If you are a 59 MDW staff member, we can forward your request for funds to the designated Wing POC at the Chief Scientist's Office, Ms. Alice Houy, office phone: 210-292-8029; email address: alice.houy.civ@mail.mil.

Congratulations, and thank you for your efforts and time. Your contributions are vital to the medical mission. We look forward to assisting you in your future publication/presentation efforts.

PAUL T. BERNICOTT, GS-15
Deputy Dir, 59th Clinical Research Division

PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS

INSTRUCTIONS

USE ONLY THE MOST CURRENT 59 MDW FORM 3039 LOCATED ON AF E-PUBLISHING

1. The author must complete page two of this form:
 - a. In Section 2, add the funding source for your study [e.g., 59 MDW CRD Graduate Health Sciences Education (GHSE) (SG5 O&M); SG5 R&D; Tri-Service Nursing Research Program (TSNRP); Defense Medical Research & Development Program (DMRDP); NIH; Congressionally Directed Medical Research Program (CDMRP) ; Grants; etc.]
 - b. In Section 2, there may be funding available for journal costs, if your department is not paying for figures, tables or photographs for your publication. Please state "YES" or "NO" in Section 2 of the form, if you need publication funding support.
2. Print your name, rank/grade, sign and date the form in the author's signature block or use an electronic signature.
3. Attach a copy of the 59 MDW IRB or IACUC approval letter for the research related study. If this is a technical publication/presentation, state the type (e.g. case report, QA/QI study, program evaluation study, informational report/briefing, etc.) in the "Protocol Title" box.
4. Attach a copy of your abstract, paper, poster and other supporting documentation.
5. Save and forward, via email, the processing form and all supporting documentation to your unit commander, program director or immediate supervisor for review/approval.
6. On page 2, have either your unit commander, program director or immediate supervisor:
 - a. Print their name, rank/grade, title; sign and date the form in the approving authority's signature block or use an electronic signature.
7. Submit your completed form and all supporting documentation to the CRD for processing to:
usaf.jbsa.59-mdw.mbx.wing-crd-publications-and-presentations@mail.mil. **This should be accomplished no later than 30 days before final clearance is required to publish/present your materials.** If you have any questions or concerns, please contact the 59 CRD/Publications and Presentations Section at 292-7141 for assistance.
8. The 59 CRD/Publications and Presentations Section will route the request form to clinical investigations, 502 ISG/JAC (Ethics Review) and Public Affairs (59 MDW/PA) for review and then forward you a final letter of approval or disapproval.
9. Once your manuscript, poster or presentation has been approved for a one-time public release, you may proceed with your publication or presentation submission activities, as stated on this form. **Note:** For each new release of medical research or technical information as a publication/presentation, a new 59 MDW Form 3039 must be submitted for review and approval.
10. If your manuscript is accepted for scientific publication, please contact the 59 CRD/Publications and Presentations Section at 292-7141. This information is reported to the 59 MDW/CC. All medical research or technical information publications/presentations must be reported to the Defense Technical Information Center (DITC). See 59 MDWI 41-108, *Presentation and Publication of Medical and Technical Papers*, for additional information.
11. The Joint Ethics Regulation (JER) DoD 5500.07-R, *Standards of Conduct*, provides standards of ethical conduct for all DoD personnel and their interactions with other non-DoD entities, organizations, societies, conferences, etc. Part of the Form 3039 review and approval process includes a legal ethics review to address any potential conflicts related to DoD personnel participating in non-DoD sponsored conferences, professional meetings, publication/presentation disclosures to domestic and foreign audiences, DoD personnel accepting non-DoD contributions, awards, honoraria, gifts, etc. The specific circumstances for your presentation will determine whether a legal review is necessary. **If you (as the author) or your supervisor check "NO" in block 17 of the Form 3039, your research or technical documents will not be forwarded to the 502 ISG/JAC legal office for an ethics review.** To assist you in making this decision about whether to request a legal review, the following examples are provided as a guideline:

For presentations before professional societies and like organizations, the 59 MDW Public Affairs Office (PAO) will provide the needed review to ensure proper disclaimers are included and the subject matter of the presentation does not create any cause for DoD concern.

If the sponsor of a conference or meeting is a DoD entity, an ethics review of your presentation is not required, since the DoD entity is responsible to obtain all approvals for the event.

If the sponsor of a conference or meeting is a non-DoD commercial entity or an entity seeking to do business with the government, then your presentation should have an ethics review.

If your travel is being paid for (in whole or in part) by a non-Federal entity (someone other than the government), a legal ethics review is needed. These requests for legal review should come through the 59 MDW Gifts and Grants Office to 502 ISG/JAC.

If you are receiving an honorarium or payment for speaking, a legal ethics review is required.

If you (as the author) or your supervisor check "YES" in block 17 of the Form 3039, your research or technical documents will be forwarded simultaneously to the 502 ISG/JAC legal office and PAO for review to help reduce turn-around time. If you have any questions regarding legal reviews, please contact the legal office at (210) 671-5795/3365, DSN 473.

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement:

"The views expressed are those of the [author(s)] [presenter(s)] and do not reflect the official views or policy of the Department of Defense or its Components"

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving humans:

"The voluntary, fully informed consent of the subjects used in this research was obtained as required by 32 CFR 219 and DODI 3216.02_AFI 40-402."

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving animals, as required by AFMAN 40-401_IP :

"The experiments reported herein were conducted according to the principles set forth in the National Institute of Health Publication No. 80-23, Guide for the Care and Use of Laboratory Animals and the Animal Welfare Act of 1966, as amended."

| PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS | | | |
|--|--|---|---|
| 1. TO: CLINICAL RESEARCH | 2. FROM: (Author's Name, Rank, Grade, Office Symbol) LINDA STEEL-GOODWIN, COL 59 MDW/SGVU | 3. GME/GHSE STUDENT: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | 4. PROTOCOL NUMBER: N/A |
| 5. PROTOCOL TITLE: (NOTE: For each new release of medical research or technical information as a publication/presentation, a new 59 MDW Form 3039 must be submitted for review and approval.) N/A | | | |
| 6. TITLE OF MATERIAL TO BE PUBLISHED OR PRESENTED: FORM 3039 CIRT PRESENTATION | | | |
| 7. FUNDING RECEIVED FOR THIS STUDY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO FUNDING SOURCE: | | | |
| 8. DO YOU NEED FUNDING SUPPORT FOR PUBLICATION PURPOSES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | |
| 9. IS THIS MATERIAL CLASSIFIED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | |
| 10. IS THIS MATERIAL SUBJECT TO ANY LEGAL RESTRICTIONS FOR PUBLICATION OR PRESENTATION THROUGH A COLLABORATIVE RESEARCH AND DEVELOPMENT AGREEMENT (CRADA), MATERIAL TRANSFER AGREEMENT (MTA), INTELLECTUAL PROPERTY RIGHTS AGREEMENT ETC.? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO NOTE: If the answer is YES then attach a copy of the Agreement to the Publications/Presentations Request Form. | | | |
| 11. MATERIAL IS FOR: <input type="checkbox"/> DOMESTIC RELEASE <input type="checkbox"/> FOREIGN RELEASE CHECK APPROPRIATE BOX OR BOXES FOR APPROVAL WITH THIS REQUEST. ATTACH COPY OF MATERIAL TO BE PUBLISHED/PRESENTED. | | | |
| <input type="checkbox"/> 11a. PUBLICATION/JOURNAL (List intended publication/journal.) | | | |
| <input type="checkbox"/> 11b. PUBLISHED ABSTRACT (List intended journal.) | | | |
| <input type="checkbox"/> 11c. POSTER (To be demonstrated at meeting: name of meeting, city, state, and date of meeting.) | | | |
| <input type="checkbox"/> 11d. PLATFORM PRESENTATION (At civilian institutions: name of meeting, state, and date of meeting.) | | | |
| <input checked="" type="checkbox"/> 11e. OTHER (Describe: name of meeting, city, state, and date of meeting.) Clinical Investigation Resident Research Training Course, Gateway, San Antonio TX 78236 (27 Sep 2017) | | | |
| 12. HAVE YOUR ATTACHED RESEARCH/TECHNICAL MATERIALS BEEN PREVIOUSLY APPROVED TO BE PUBLISHED/PRESENTED? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO ASSIGNED FILE # _____ DATE _____ | | | |
| 13. EXPECTED DATE WHEN YOU WILL NEED THE CRD TO SUBMIT YOUR CLEARED PRESENTATION/PUBLICATION TO DTIC NOTE: All publications/presentations are required to be placed in the Defense Technical Information Center (DTIC). | | | |
| DATE 10/27/2017 | | | |
| 14. 59 MDW PRIMARY POINT OF CONTACT (Last Name, First Name, M.I., email) STEEL-GOODWIN, LINDA linda.steelgoodwin.mil@mail.mil | | | 15. DUTY PHONE/PAGER NUMBER 210 292 7069 |
| 16. AUTHORSHIP AND CO-AUTHOR(S) List in the order they will appear in the manuscript. | | | |
| LAST NAME, FIRST NAME AND M.I. | GRADE/RANK | SQUADRON/GROUP/OFFICE SYMBOL | INSTITUTION (If not 59 MDW) |
| a. Primary/Corresponding Author STEEL-GOODWIN, LINDA | COL | 59 MDW/SGVU | |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| 17. IS A 502 ISG/JAC ETHICS REVIEW REQUIRED (JER DOD 5500.07-R)? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| I CERTIFY ANY HUMAN OR ANIMAL RESEARCH RELATED STUDIES WERE APPROVED AND PERFORMED IN STRICT ACCORDANCE WITH 32 CFR 219, AFMAN 40-401_IP, AND 59 MDWI 41-108. I HAVE READ THE FINAL VERSION OF THE ATTACHED MATERIAL AND CERTIFY THAT IT IS AN ACCURATE MANUSCRIPT FOR PUBLICATION AND/OR PRESENTATION. | | | |
| 18. AUTHOR'S PRINTED NAME, RANK, GRADE STEEL-GOODWIN, LINDA | | 19. AUTHOR'S SIGNATURE <small>STEEL GOODWIN LINDA 1186463563 c4US g4U S Government o4rC4D o4rPKI o4rUSAF crw=STEEL GOODWIN LINDA 1186463563</small> | 20. DATE July 26, 2017 |
| 21. APPROVING AUTHORITY'S PRINTED NAME, RANK, TITLE NIEMEYER, DEBRA, GS-15 59 MDW Chief Scientist | | 22. APPROVING AUTHORITY'S SIGNATURE <small>NIEMEYER DEBRA M. 1022593567 c4US g4U S Government o4rC4D o4rPKI o4rUSAF crw=NIEMEYER DEBRA M. 1022593567</small> | 23. DATE July 27, 2017 |

| PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS | | |
|--|--|--|
| 1st ENDORSEMENT (59 MDW/SGVU Use Only) | | |
| TO: Clinical Research Division 59 MDW/CRD Contact 292-7141 for email instructions. | 24. DATE RECEIVED July 28, 2017 | 25. ASSIGNED PROCESSING REQUEST FILE NUMBER 17300 |
| 26. DATE REVIEWED 28 Jul 2017 | 27. DATE FORWARDED TO 502 ISG/JAC | |
| 28. AUTHOR CONTACTED FOR RECOMMENDED OR NECESSARY CHANGES: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If yes, give date. _____ <input type="checkbox"/> N/A | | |
| 29. COMMENTS <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED The presentation is approved. | | |
| 30. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER Rocky Calcote, PhD, Clinical Research Administrator | 31. REVIEWER SIGNATURE CALCOTE ROCKY D.1178245844 <small>Digitaly signed by CALCOTE ROCKY D.1178245844 DN: cn=US, ou=J5, ou=Government, ou=DOD, ou=PM, ou=USAF email=ALCOTE.ROCKY.D.1178245844 Date: 2017.07.28 13:15:48 -0500</small> | 32. DATE |
| 2nd ENDORSEMENT (502 ISG/JAC Use Only) | | |
| 33. DATE RECEIVED | 34. DATE FORWARDED TO 59 MDW/PA | |
| 35. COMMENTS <input type="checkbox"/> APPROVED (In compliance with security and policy review directives.) <input type="checkbox"/> DISAPPROVED | | |
| 36. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER | 37. REVIEWER SIGNATURE | 38. DATE |
| 3rd ENDORSEMENT (59 MDW/PA Use Only) | | |
| 39. DATE RECEIVED July 28, 2017 | 40. DATE FORWARDED TO 59 MDW/SGVU July 28, 2017 | |
| 41. COMMENTS <input checked="" type="checkbox"/> APPROVED (In compliance with security and policy review directives.) <input type="checkbox"/> DISAPPROVED | | |
| 42. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER Kevin Iinuma, SSgt/E-5, 59 MDW Public Affairs | 43. REVIEWER SIGNATURE IINUMA KEVIN MITSUGU.1296227 613 <small>Digitaly signed by IINUMA KEVIN MITSUGU.1296227613 DN: cn=US, ou=J5, ou=Government, ou=DOD, ou=PM, ou=USAF email=IINUMA.KEVIN.MITSUGU.1296227613 Date: 2017.07.28 13:53:53 -0500</small> | 44. DATE July 28, 2017 |
| 4th ENDORSEMENT (59 MDW/SGVU Use Only) | | |
| 45. DATE RECEIVED | 46. SENIOR AUTHOR NOTIFIED BY PHONE OF APPROVAL OR DISAPPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COULD NOT BE REACHED <input type="checkbox"/> LEFT MESSAGE | |
| 47. COMMENTS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | | |
| 48. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER | 49. REVIEWER SIGNATURE | 50. DATE |



59th Medical Wing



Overview:

59 MDW Form 3039

Col Linda Steel-Goodwin, USAF, BSC
Director, 59 MDW/ST/CRD

27 Sep 2017

Disclaimer: The views expressed are those of the authors and do not reflect official views or policy of the DoD or its Components



59 MDW Form 3039

Overview



Warrior Medics – Mission Ready – Patient Focused

- Used to Request Clearance for Public Release of Medical Research and Technical Publications and Presentations
- Used to Submit Cleared Documents into DTIC
- Identifies Funding Source (59 MDW Chief Scientist Office requirement)
- Identifies Funding Needs for Publication/Presentation
- Form 3039 Consists of:
 - Instructions Page
 - Publication/Presentation Information Page
 - Clearance and Routing Page



59 MDW Form 3039

Overview



Warrior Medics – Mission Ready – Patient Focused

- Submit Package, **No Later Than 30 Days** Before Final Clearance is Required, to: usaf.jbsa.59-mdw.mbx.wing-CRD-publications-and-presentations@mail.mil
- Required Attachments to the Form 3039:
 - An Official Research Determination and Commander's Approval Memo (as applicable)
 - A Copy of the Publication and/or Presentation
- Package is Routed for Review and Clearance Through:
 - 59 MDW Clinical Research Division (59 CRD) for Research Regulatory Review
 - 59 MDW Public Affairs Office for Security Review
 - 502 ISG/JAC Judge Advocates Office for Ethics/Legal Review, As Needed
 - 59 CRD for Final Approval From Director



Public Affairs Clearance



Warrior Medics – Mission Ready – Patient Focused

- If an author submits a 59 MDW Form 3039 request, in which the author has already presented their information to the public **without** official clearance for public release, 59 MDW Public Affairs Office (59 MDW/PA) will conduct their security and policy review and, if no discrepancies have been identified, will respond with “No security discrepancies were found” and inform the author “*The publication or presentation is NOT officially cleared for public release.*”
- The 59 MDW/CRD clearance notification will state the above.



502 ISG/JAC Clearance



Warrior Medics – Mission Ready – Patient Focused

- The 502 ISG/JAC Will Provide a Legal Ethics Review to Address Any Potential Conflicts Related to DoD Personnel Participating in:
 - Non-DoD Sponsored Conferences
 - Professional Meetings
 - Publication/Presentation Disclosures to Domestic and Foreign Audiences
 - DoD Personnel Accepting Non-DoD Contributions, Awards, Honoraria, Gifts, etc.
- 502 ISG/JAC Will Conduct an Ethics Review if an Author Requests It:
 - Specific Circumstances for an Author's Presentation Will Determine Whether a Legal Review is Necessary
 - If an Author or an Author's Supervisor Checks "YES" in Block 17 of the 59 MDW Form 3039, the Author's Research or Technical Documents Will Be Forwarded Simultaneously to the 502 ISG/JAC Legal Office and 59 MDW/PA for Review to Help Reduce Turn-Around Time
 - If "NO" is Checked in Block 17, an Author's Research or Technical Documents Will Not Be Forwarded to the 502 ISG/JAC Legal Office for an Ethics Review



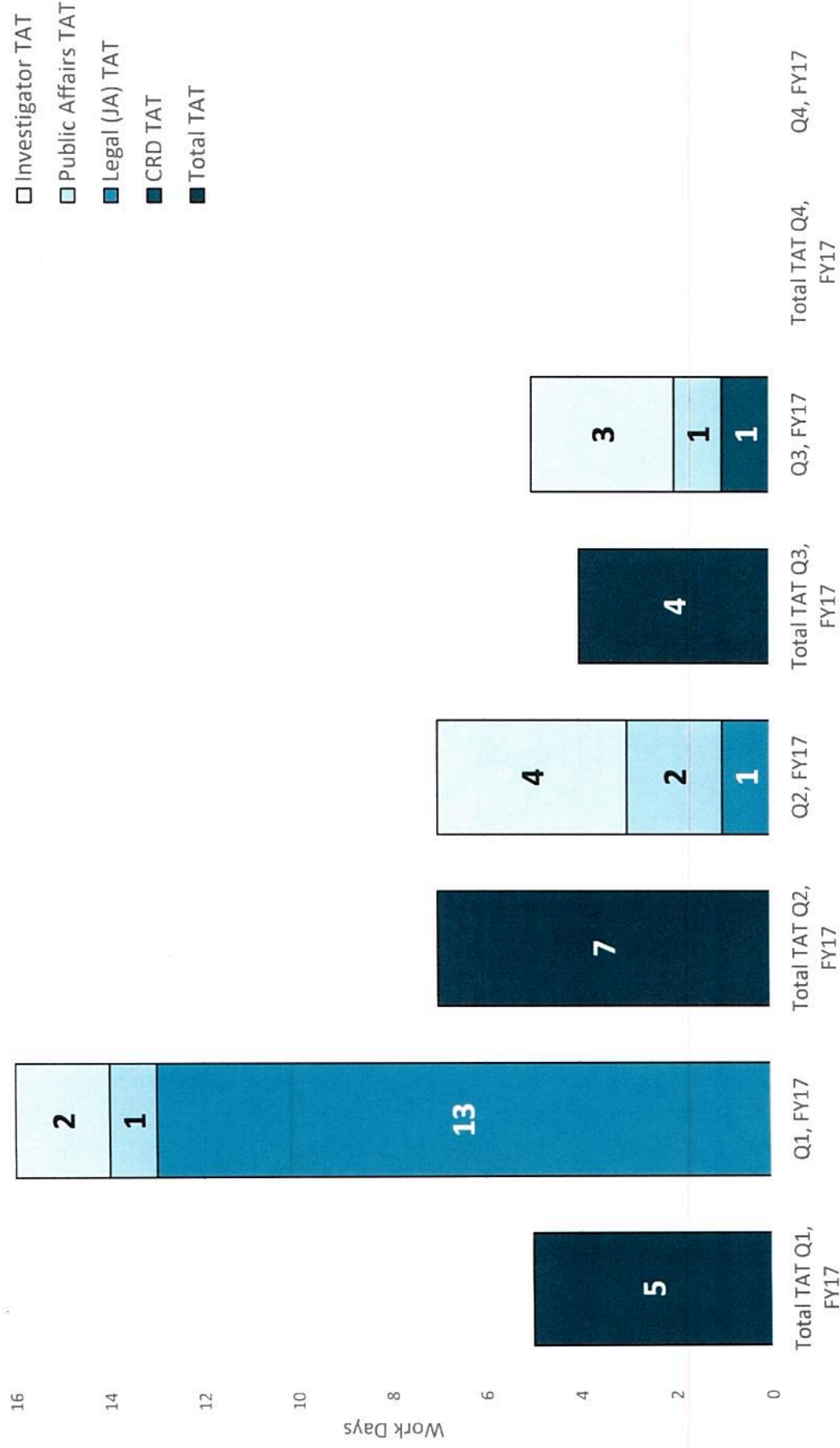
FY17 Pubs and Pres Median Turn-Around Time Metrics



Warrior Medics – Mission Ready – Patient Focused

59 MDW Form 3039 Median Turn-Around Time Comparison

Q1 - Q4, FY2017 (in Days)





Research Determination

Warrior Medics – Mission Ready – Patient Focused

Only AFMSA/SGE-C, an IRB, or an Exempt Determination Official (EDO) May Determine What is Human Research/Non-Research

For Non-Research & Quality Improvement Projects Conducted by 59 MDW Personnel:

1. Complete a *Request for Research and Human Subjects Determination Form*
2. Submit Form to 59 MDW Office of Research Protocol Support at usaf.jbsa.59-mdw.mbx.wing-crd-protocol@mail.mil
3. An IRB Designated Reviewer Provides a Research Determination
4. If Determined “Non-Research”, Investigator May Begin Project
5. If Determined “Non-Exempt/Exempt Research”, Follow Steps Below



Research Determination



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For Non-Exempt/Exempt Research Conducted by 59 MDW Personnel:

1. Consult HRPP OI-009, Preparation of a Non-Exempt Human Use Protocol
2. Consult HRPP OI-010, Exempt Research
3. Complete Applicable Application Forms Listed on Human or Exempt Application Checklists
4. Submit Application Package to Office of Research Protocol Support
5. Package Undergoes IRB Pre-Review; Problems Addressed Before Forwarding to IRB Designated Reviewer and/or IRB for Review/Approval
6. A Notice of Action Letter is Sent to the Investigator Notifying Them of Their Research Approval Status and Next Steps



59 MDW Pubs & Pres Clearance



Warrior Medics – Mission Ready – Patient Focused

For Non-Exempt/Exempt Research & Non-Research Projects Conducted by 59 MDW Personnel:

1. PRIOR to the Start of the Project, Obtain a Research Determination from a 59 MDW or BAMC IRB Designated Reviewer
2. If Determined “Non-Research” (e.g., QA/QI Project, Case Study, etc.),
Conduct Project
3. If Determined “Non-Exempt/Exempt Research”, Follow Local IRB Guidance
to Obtain Approval to Conduct Research
4. When Ready to Publish/Present Findings, Complete a 59 MDW Form 3039



59 MDW Pubs & Pres Clearance



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5. If Activity Conducted Mainly at 59 MDW, Submit Form 3039, Pubs/Pres Materials, & Determination Letter to the 59 CRD at usaf.ibsa.59-mdw.mbx.wing-crd-publications-and-presentations@mail.mil
6. If Activity Conducted Elsewhere (e.g., BAMC), Submit Form 3039, Pubs/Pres Materials, & Determination Letter Through the BAMC Clearance Process
7. Submitted Package Undergoes an IRB Regulatory Compliance Review, an Ethics Review (As Needed), & a Public Affairs Review
8. If Package was Cleared Elsewhere (e.g., BAMC), Investigator Forwards a Completed 3039 for DTIC Submission Only with Cleared Package and BAMC Review Notifications to the 59 CRD
9. 59 CRD Sends Formal Notification of 59 MDW Approval to Publish/Present to Investigator



59 MDW Pubs & Pres Clearance



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For 59 MDW Personnel That Did Not Obtain a Research Determination Prior to Conduct:

If Activity Conducted Mainly at 59 MDW:

1. Submit 59 MDW Form 3039 & Pubs/Pres Materials to 59 CRD
2. A 59 MDW IRB Designated Reviewer Provides a Research Determination
3. If Determined “Non-Research” (e.g., QA/QI Project, Case Study, etc.),
Package Proceeds Normally Through Clearance
4. If Determined “Research”, the Investigator, SAUSHEC Dean, and 59 MDW
Command Will Be Notified and a Discussion Will Occur to Determine the
Courses of Action



59 MDW Pubs & Pres Clearance



Warrior Medics – Mission Ready – Patient Focused

For 59 MDW Personnel That Did Not Obtain a Research Determination Prior to Conduct:

If Activity Conducted Elsewhere (e.g., BAMC):

1. Submit 59 MDW Form 3039 & Pubs/Pres Materials to the BAMC IRB
2. A BAMC IRB Designated Reviewer Will Provide a Research Determination
3. If Determined “Non-Research” (e.g., QA/QI Project, Case Study, etc.), Package Will Proceed Normally Through Clearance
4. If Determined “Research”, the Investigator, SAUSHEC Dean, and BAMC Command Will Be Notified and a Discussion Will Occur to Determine the Courses of Action



Questions

Warrior Medics – Mission Ready – Patient Focused

Publications and Presentations

Ms. Clarice Longoria – 292-7141
clarice.g.longoria.ctr@mail.mil

Support Branch Chief

Ms. Rachel Montez – 292-4683
rachel.a.montez.civ@mail.mil

Human Research Determination Questions

Dr. Rocky Calcote – 292-5203
rocky.d.calcote.civ@mail.mil

Concerns

Director – Col Steel-Goodwin – 292-7068/7069
linda.steelgoodwin.mil@mail.mil

**We are
just a
phone call
or email
away ...**

Your feedback is important to us. Please complete our Satisfaction Survey.
<https://www.surveymonkey.com/r/CRDSatisfaction>



Form 3039



Warrior Medics – Mission Ready – Patient Focused

PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS

INSTRUCTIONS

USE ONLY THE MOST CURRENT 59 MDW FORM 3039 LOCATED ON AF E-PUBLISHING

1. The author must complete page two of this form:
 - a. In Section 8, add the funding source for your study [e.g., 59 MDW CRD Graduate Health Sciences Education (GHSE) (SG5 O&M); SG5 R&D; Tri-Service Nursing Research Program (TSNRP); Defense Medical Research & Development Program (DMRDP); NIH; Congressionally Directed Medical Research Program (CDMRP); Grants, etc.]
 - b. In Section 8, there may be funding available for journal costs, if your department is not paying for figures, tables or photographs for your publication. Please state "YES" or "NO" in Section 8 of the form, if you need publication funding support.
2. Print your name, rank/grade, sign and date the form in the author's signature block or use an electronic signature.
3. Attach a copy of the 59 MDW IRB or IACUC approval letter for the research related study. If this is a technical publication/presentation, state the type (e.g. case report, QA/QI study, program evaluation study, informational report/briefing, etc.) in the "Protocol Title" box. [NOTE: an official research determination must be obtained prior to the implementation of any project activity that plans to, or may eventually be, published or presented publicly. Any publication clearance request that does not include an official research determination (e.g., letter or email from an IRB, AFMSA/SGE-C, or other designated reviewer) made prior to project implementation, will be disapproved.]
4. Attach a copy of your abstract, paper, poster and other supporting documentation.
5. Save and forward, via email, the processing form and all supporting documentation to your unit commander, program director or immediate supervisor for review/approval.
6. On page 2, have either your unit commander, program director or immediate supervisor: a.) Print their name, rank/grade, title; b.) sign and date the form in the approving authority's signature block or use an electronic signature.
7. Submit your completed form and all supporting documentation to the CRD for processing (usaf.jbsa.59-mdw.mbx.wing-crd-publications-and-presentations@mail.mil). **This should be accomplished no later than 30 days before final clearance is required to publish/present your materials. Information for foreign clearance may take 60-90 days to complete.** If you have any questions or concerns, please contact the 59 CRD/Publications and Presentations Section at 292-7141 for assistance.
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Form 3039

Warrior Medics – Mission Ready – Patient Focused

11. The Joint Ethics Regulation (JER) DoD 5500.07-R, *Standards of Conduct*, provides standards of ethical conduct for all DoD personnel and their interactions with other non-DoD entities, organizations, societies, conferences, etc. Part of the Form 3039 review and approval process includes a legal ethics review to address any potential conflicts related to DoD personnel participating in non-DoD sponsored conferences, professional meetings, publication/presentation disclosures to domestic and foreign audiences, DoD personnel accepting non-DoD contributions, awards, honoraria, gifts, etc. The specific circumstances for your presentation will determine whether a legal review is necessary. If you (as the author) or your supervisor check "YES" in block 17 of the Form 3039, your research or technical documents will be forwarded simultaneously to the 502 ISG/JAC legal office and PAO for review to help reduce turn-around time. If you check "NO" in block 17, your research or technical documents will not be forwarded to the 502 ISG/JAC legal office for an ethics review. To make this determination, the following examples are provided as a guideline:

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If the sponsor of a conference or meeting is a non-DoD commercial entity or an entity seeking to do business with the government, then your presentation should have an ethics review.

If your travel is being paid for (in whole or in part) by a non-Federal entity (someone other than the government), a legal ethics review is needed. These requests for legal review should come through the 59 MDW Gifts and Grants Office to 502 ISG/JAC.

If you are receiving an honorarium or payment for speaking, a legal ethics review is required.

If you have any questions regarding legal reviews, please contact the legal office at (210) 671-5795/3365, DSN 473.

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement:

"The views expressed are those of the [author(s)] [presenter(s)] and do not reflect the official views or policy of the Department of Defense or its Components"

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving humans:

"The voluntary, fully informed consent of the subjects used in this research was obtained as required by 32 CFR 219 and DoD 3216.02_AFI 40-402."

NOTE: All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving animals, as required by AFMAN 40-401 JP:

"The experiments reported herein were conducted according to the principles set forth in the National Institute of Health Publication No. 80-23, Guide for the Care and Use of Laboratory Animals and the Animal Welfare Act of 1966, as amended."



Form 3039

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| PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS | |
|--|---|
| 1. TO: CLINICAL RESEARCH 2. FROM: (Author's Name, Rank, Grade, Office Symbol) | 3. GME/GHSE STUDENT: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. PROTOCOL NUMBER: | |
| 5. PROTOCOL TITLE: (NOTE: For each new release of research or technical information as a publication/presentation, a 59 MDW Form 3039 must be submitted.) | |
| 6. TITLE OF MATERIAL TO BE PUBLISHED OR PRESENTED: | |
| 7. PROJECT DETERMINATION DATE: PROJECT START DATE: | |
| 8. FUNDING RECEIVED FOR THIS STUDY? <input type="checkbox"/> YES <input type="checkbox"/> NO FUNDING SOURCE: | |
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| 10. IS THIS MATERIAL CLASSIFIED? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
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| 12. MATERIAL IS FOR: <input type="checkbox"/> DOMESTIC RELEASE <input type="checkbox"/> FOREIGN RELEASE CHECK APPROPRIATE BOX OR BOXES FOR APPROVAL WITH THIS REQUEST. ATTACH COPY OF MATERIAL TO BE PUBLISHED/PRESENTED. | |
| <input type="checkbox"/> 12a. PUBLICATION/JOURNAL (List intended publication/journal.) | |
| <input type="checkbox"/> 12b. PUBLISHED ABSTRACT (List intended journal.) | |
| <input type="checkbox"/> 12c. POSTER (To be demonstrated at meeting: name of meeting, city, state, and date of meeting.) | |
| <input type="checkbox"/> 12d. PLATFORM PRESENTATION (At civilian institutions: name of meeting, state, and date of meeting.) | |
| <input type="checkbox"/> 12e. OTHER (Describe: name of meeting, city, state, and date of meeting.) | |



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| 13. HAVE YOUR ATTACHED RESEARCH/TECHNICAL MATERIALS BEEN PREVIOUSLY APPROVED TO BE PUBLISHED/PRESENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO ASSIGNED FILE #: | | | | DATE: | |
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| 15. 59 MDW PRIMARY POINT OF CONTACT (Last Name, First Name, M.I., email) | | | 16. DUTY PHONE/PAGER NUMBER | | |
| 17. AUTHORSHIP AND CO-AUTHOR(S) List in the order they will appear in the manuscript. | | | | | |
| LAST NAME, FIRST NAME AND M.I. | | GRADE/RANK | SQUADRON/GROUP/OFFICE SYMBOL | INSTITUTION (If not 59 MDW) | |
| a. Primary/Corresponding Author: | | | | | |
| b. | | | | | |
| c. | | | | | |
| d. | | | | | |
| e. | | | | | |
| 18. IS A 502 ISG/JAC ETHICS REVIEW REQUIRED (JER DOD 5500.07-R)? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| I CERTIFY ANY HUMAN OR ANIMAL RESEARCH RELATED STUDIES WERE APPROVED AND PERFORMED IN STRICT ACCORDANCE WITH 32 CFR 219 AFMAN 40-401 JP, AND 59 MDW 41-108. I HAVE READ THE FINAL VERSION OF THE ATTACHED MATERIAL AND CERTIFY THAT IT IS AN ACCURATE MANUSCRIPT FOR PUBLICATION AND/OR PRESENTATION. | | | | | |
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| PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS | | | |
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| 1st ENDORSEMENT (59 MDW/SGVU Use Only) | | | |
| TO: Clinical Research Division 59 MDW/JCRD Contact 292-7141 for email instructions | | 25. DATE RECEIVED: | 26. ASSIGNED PROCESSING REQUEST FILE #: |
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| 29. AUTHOR CONTACTED FOR RECOMMENDED OR NECESSARY CHANGES: <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, give date: <input type="checkbox"/> N/A | | | |
| 30. COMMENTS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | | | |
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| 34. DATE RECEIVED: | | 35. DATE FORWARDED TO 59 MDW/JAC: | |
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Questions?

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